**Meeting Notes:**

RB 328 12:30-1:30pm

* YDOS set up a 48 hour in advance rule in which a due date for every future assignment or task was set for 48 hours prior to submission.
* YDOS set up a 24 hour rule in which a due date for deliverables to the team, such as meeting notes, was set for 24 hours after a meeting.
* YDOS decided that a template for future documents should be made so that official documents look uniform and organized. This form should include the project name, the company name, contact information, and the company logo.
* YDOS set up personal computers to enable video conferencing for the client meeting to be held on Tuesday October 1st.
* What’s next: client meeting tomorrow, make questions for meeting tomorrow by 8:00 pm

**What’s Next:**

* A client meeting is to occur tomorrow Tuesday October 1st.
* Members of YDOS are to go through the Software Plan Document and come up with any questions that they believe will get us started on the Requirements Specification phase of Chevrolet Advance-Design Series Paint Visualizer. These questions will be used for the client meeting on Tuesday October 1st.